



## NATIONAL SCIENCE FOUNDATION

### ANNOUNCEMENT NUMBER S20020033-IPA DIRECTOR, DIVISION OF ELEMENTARY, SECONDARY AND INFORMAL EDUCATION (ESIE)

The National Science Foundation is seeking qualified candidates for the position of Director, Division of Elementary, Secondary and Informal Education (ESIE), Directorate for Education and Human Resources (EHR). In addition to seeking candidates who are interested in appointment on a Senior Executive Service career basis (S20020033-C) or limited term basis (S20020033-LTD), NSF is also inviting individuals who might be interested in an Intergovernmental Personnel Act assignment to submit an application. A statement of duties of the position and a list of qualification requirements are included below and on the reverse side of this announcement.

Initial assignments under the IPA mechanism may be made for a period of up to two years. Individuals eligible for an IPA assignment with a Federal agency include employees of State and local government agencies or institutions of higher education, Indian tribal governments, and other eligible organizations in instances where such assignments would be of mutual benefit to the organizations involved. The individual remains an employee of the home institution and cost-sharing arrangements are generally negotiated between NSF and the home institution. **Individuals interested in an IPA assignment should submit curriculum vitae or Federal application form and a letter referencing qualifications to the following address:**

**National Science Foundation  
Division of Human Resource Management  
Executive Personnel  
ATTN: S20020033-IPA  
4201 Wilson Boulevard, Room 315  
Arlington, VA 22230**

**The closing deadline for receipt of applications is January 22, 2002.**

**Applications may be transmitted electronically to [execsrch@nsf.gov](mailto:execsrch@nsf.gov), mailed or delivered to the following address:** National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: S20020033-IPA, 4201 Wilson Blvd., Arlington, VA 22230. The phone number for vacancy announcements coordinated by the Executive Personnel Staff is (703) 292-8755; hearing impaired individuals should call TDD on 703-292-8044. Persons interested in the Senior Executive Service appointment options should request copies of announcements S20020033-C and S20020033-LTD for additional information and application instructions. Announcements may be accessed electronically under Vacancies on NSF's Homepage <http://www.nsf.gov/home/menus/jobs.htm>. Information on the NSF mission, structure, programs and operations may be found at <http://www.nsf.gov>. The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact located on this vacancy announcement.

**STATEMENT OF DUTIES:** The Division Director provides leadership and direction to the NSF Division responsible for programs to provide quality learning opportunities in science, mathematics, and technology that comprehensively address the needs of all students, from pre-K through grade 12. The incumbent assesses needs and trends in science, mathematics and technology education, implements overall strategic planning and policy setting, justifies budget estimates, balances program needs, allocates resources, oversees the evaluation of proposals and recommendations for awards and declinations, and fosters partnerships with other Divisions, Directorates, Federal agencies, scientific organizations and the academic community.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY  
QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

**(Continued on reverse side of announcement)**

**DIRECTOR, DIVISION OF ELEMENTARY, SECONDARY AND INFORMAL EDUCATION (ESIE)**

## **QUALIFICATIONS REQUIREMENTS**

### **Essential**

### **EXECUTIVE/MANAGERIAL**

1. Demonstrated ability to develop and implement an organizational vision that integrates key national science, technology, and education goals. Includes understanding of the relative roles and relationships of Federal, academic and private organizations involved in the development and support of programs to improve the status of science, mathematics and technology education. Includes the ability to formulate effective program strategies consistent with the overall goals of the organization. (Leading Change)
2. Demonstrated ability to lead people and foster high ethical standards in meeting the organization's vision, mission and goals. Includes knowledge and ability in promoting quality through the effective use of performance standards and assessment. Includes leveraging diversity, promoting developmental opportunities, fostering commitment and team spirit, and constructively resolving conflicts. (Leading People)
3. Demonstrated knowledge and ability in planning, prioritizing, and coordinating large complex programs in the area of K-12 science, mathematics and technology education. Includes the ability to make timely and effective decisions and to produce results through strategic planning, and the implementation and evaluation of programs and policies. Includes the ability to change and balance complex and diverse program demands within available resources in response to major changing needs involving science, mathematics, and engineering education. (Results-Driven)
4. Demonstrated ability to utilize human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission and to take advantage of new technologies to enhance the effectiveness of decision making. Includes ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes. (Business Acumen)
5. Demonstrated ability to serve as the key spokesperson for a major organization involved in the support of science, mathematics and technology education programs and to foster partnerships. Includes the ability to coordinate organizational strategy and initiatives with representatives of scientific communities and with representatives of K-12 school systems and those responsible for the administration of research and educational institutions. Includes ability to interact constructively with Federal officials, representatives of professional organizations and the public sector. (Building Coalitions/Communication)

### **Desirable**

1. Demonstrated ability to exercise sound professional judgment in recommending the initiation of science, mathematics and technology education and research activities to improve the Nation's K-12 education.
2. Demonstrated ability to achieve organizational goals through effective and innovative management approaches emphasizing interdisciplinary coordination and teamwork.

### **Essential**

### **PROFESSIONAL/TECHNICAL**

1. Ph.D. or equivalent professional experience or a combination of education and equivalent experience in science, mathematics or engineering or science/mathematics education.
2. Recognized professional standing in the science, mathematics, engineering or educational communities as evidenced by publications and/or professional awards or other means of recognizing excellence.
3. Knowledge of current capabilities and trends of the science/mathematics K-12 and informal science education communities and experience with educational reform and/or professional development programs for leaders.
4. Demonstrated knowledge of organizations involved in K-12 and informal science, mathematics and technology education communities and demonstrated ability in partnership efforts to address major issues related to the status of K-12 science, mathematics, and technology education.
5. Knowledge and ability in the development and implementation of teacher education programs in the areas of science, mathematics and technology education.

### **Desirable**

1. Demonstrated broad knowledge of diverse fields of science, mathematics and technology education as they relate to the Nation's educational institutions.
2. Demonstrated knowledge and ability in grant and contract administration, fiscal management, and budget preparation involving research and/or education support activities.

**NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY**

**OMB No. 3145-0096  
Expiration: August 2002**

Vacancy Ann. #: \_\_\_\_\_

Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

**AUTHORITY** - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_

2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**